

Short Term Training Announcement

This is to announce the availability of funds for short term training. Funding will be limited to tuition and required textbooks. Funding does not include salary, benefits or travel expenses. Any training which will necessitate time away from the duty station must be arranged with the duty station (i.e. *use of* administrative/educational leave, annual leave, travel orders, etc.).

APPLICATION DEADLINE: Applications are accepted on a continual basis.
SELECTION CRITERIA:

- Length of training must be less than 120 days and
- Training must be utilized for advancing nursing knowledge and/or skills

REQUIRED APPLICATION/DOCUMENTS FOR ELIGIBLE I/T/U EMPLOYEES:

- 1) A cover letter which should include the name of school and address, the name of the course, planned class or program and dates of scheduled training. Include a statement documenting plan for utilization of training.
- 2) Projected costs for tuition and required textbooks.
- 3) Letter of support from immediate supervisor
- 4) Copy of current RN license;
- 5) Copy of registration and letter of acceptance into the course

REQUIRED APPLICATION/DOCUMENTS FOR ELIGIBLE COMMISSIONED OFFICERS: <http://dcp.psc.gov/DCPForms.asp>

- 1) PHS 1122-1, Application for Training for PHS Commissioned Personnel, and
- 2) Attachment C, Extramural Training Agreement.

SUBMIT APPLICATION/DOCUMENTS TO:

Division of Nursing
Reyes Building
801 Thompson Avenue, Suite 300
Rockville, MD 20852

CONTACT INFORMATION:

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